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| **CONTRACT OF COMMISSION NO.** |  |

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| Signed on the day of |  | in |  |

between Wroclaw University of Economics, with registered offices in Wrocław, Komandorska 118/120, and represented by:

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|  |

hereinafter called ‘the University’, and

|  |  |  |  |
| --- | --- | --- | --- |
| Name, surname |  | PESEL/NIN |  |
| Address |  | | |

hereinafter called ‘the Contractor’.

§ 1

The Contractor hereby agrees to perform the following services commissioned by the University (in Polish and English):

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|  |
| Source of financing: |

§ 2

1. The Parties may agree to include specific instructions for the provision of the services described in § 1, in written form, and under pain of being declared null and void.

2. The Parties shall not invoke any obligations that are not explicitly expressed in the letter of contract.

§ 3

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| --- | --- | --- | --- |
| The services will be supplied in the period between |  | and |  |

§ 4

1. For the provision of the services described in § 1, the University hereby agrees to compensate the Contractor as follows:

|  |  |
| --- | --- |
| at an hourly rate (gross, in PLN) of |  |
| amount in words |  |

|  |  |
| --- | --- |
| 2. The maximum number of hours devoted to the provision of the activities described in § 1 is defined at |  |
| 3. Total remuneration received for the provision of the services defined in § 1 above shall not exceed the sum of (PLN) |  |

|  |  |
| --- | --- |
| amount in words |  |

4. The Contractor hereby commits to place valid invoices with the University for each and every month of their involvement in the practical realisation of the contractual obligations resulting from this Contract.

5. The remuneration shall be paid within the next settlement period following the signature date included in the invoice issued by the Contractor, and after proper evaluation of the service supply as fit for contractual purposes and requirements.

6. The remuneration shall be considered paid in full after being registered as charge to the University accounts, based on the remittance order issued by the Contractor.

§ 5

The following shall be provided as evidence for the Contractor’s time involvement in the provision of services defined in § 1 above\*:

* a declaration on the number of hours devoted to service provision each month, as part of monthly invoice documents,
* daily records of hours devoted to service provision, supplied by the Contractor. Data submitted in this manner shall be subject to formal approval from the University or its duly appointed representative, and may also be subject to formal inspections.

§ 6

1. Any and all expenses incurred by the Contractor with respect to proper rendition of the contracted services specified in § 1, shall be covered out of the Contractor’s purse.

2. The Contractor shall not subcontract the provision of contracted services, nor parts thereof, to any third party, without written consent from the University.

3. The Contractor shall promptly inform the University on any matters that may affect the provision of services specified in § 1.

§ 7

Any changes and additions to this contract, as well as contract termination, shall be made in writing, under pain of being declared null and void.

§ 8

1. All matters not regulated by the letter of this contract shall be settled by means of the respective regulations of the Civil Code.  
2. Any disputes between the Parties shall be settled by the court appropriate to the registered address of the University.

§ 9

The Contractor hereby consents to have their personal data be processed for contractual purposes, in accordance with the provisions of the Personal Data Protection Act of 29 August 1997.

§ 10

This contract is made in two identical copies, one for each party of the contract.

The University The Contractor